



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
APO AP 96258-5707

Policy Letter #9-4

IMKO-AA-LG

24 SEP 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MWR Cable TV Services

1. Purpose: To define the procedures and processes required to establish and maintain an effective MWR Cable TV (CATV) services for all activities using Appropriated Funds within U.S. Army Garrison Red Cloud (USAG-RC).

2. Applicability: This policy applies to all activities assigned or attached to USAG-RC. Dining Facility CATV is responsibility by operation unit.

3. Policy: This policy designates responsibility and describes policy and procedures for the CATV services.

a. The USAG-RC Commander will nominate CATV Administrator to support the needs of activities.

b. CATV services are centrally controlled by Directorate of Logistics (DOL), USAG-RC.

c. Funding. USAG-RC Resource Management Office (RMO) will provide funds for CATV services upon approval.

d. Service Limitation:

(1) CATV service will be limited to public areas for official purpose.

(2) Only basic package is authorized.

4. Responsibility of Administrator:

a. Review CATV service requests and process to obtain approval of the USAG-RC Commander or the Deputy Garrison Commander.

b. Submit requests to Installation Management Command-Korea (IMCOM-K) CATV and maintain them on file. Update CATV service requests on an annual basis.

c. Request termination of CATV services with disconnection of CATV circuits when it is necessary such as activity movements.

This policy letter can be found at <http://redcloud.korea.army.mil/policy.asp>

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d. Receive service the charge bill from IMCOM-Korea CATV Office and reconcile with the request.

e. Coordinate with a Government Purchase Card (GPC) cardholder for payment and maintain receipts.

5. Procedures:

a. Requester fill out the "MWR Cable TV Service Request Form" (Enclosure) and obtain Director's approval.

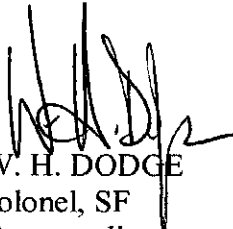
b. Submit approved from to CATV Administrator at DOL, USAG-RC.

c. Requests must be submitted to CATV Administrator on annually. To continue to receive CATV services, submit requests at the end of August but no later than 15 September.

d. When activity more or is deactivated, contact CATV Administrator to relocate or disconnect CATV circuits.

6. Point of contact for this action is Mr. In J. Son, Acting Chief, Supply & Service Div., DOL at 732-9523.

Encl
as


W. H. DODGE
Colonel, SF
Commanding

DISTRIBUTION:

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Cdr, USAG Casey